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Michael Lyle ML **Kerriann Golden** KG **Ellen Donaghey** ______ **773**
Scott Colborne S.C **John McLaughlin, Jr.** JM

Melrose Retirement Board Meeting
May 29, 2024

The Regular Meeting of the Melrose Retirement Board duly posted to be held in the Retirement Office, City Hall, Melrose, MA on the above date was called to order at 9:00 AM by Chairman Lyle with Board Members Colborne, Donaghey, Golden, and McLaughlin, Jr. present. Also in attendance was Executive Director Adam Travinski.

New Business:

1. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to have a public hearing on the travel and credit card regulations of the Board. The Director discussed the regulations drafted by Attorney Sacco.

2. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the April 30, 2024, meeting and to approve the minutes from the May 7, 2024, meeting and sign them into record.

3. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #05-2024 and Retirement Payroll Warrant #05-2024.

4. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to read on your own and accept and process the following received Applications for Withdrawal of Accumulated Total Deductions and Transfers.

   - Abigail DeMagistris. Ms. DeMagistris was a Paraprofessional for the School Department with 11 months of creditable service. The Board will transfer her account to the Mass Teachers' Retirement System.
   - Kaylin Gangi. Ms. Gangi was a Paraprofessional for the School Department with 10 months of creditable service. The Board will transfer her account to the Mass Teachers' Retirement System.
   - Joseph McCarthy. Mr. McCarthy was a Paraprofessional for the School Department with 2 years and 5 months of creditable service. The Board will transfer his account to the Mass Teachers' Retirement System.

5. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to review and approve the Cashbooks for April.

6. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to review and approve the reconciliation of the MMDT and Eastern Bank statements for April.

7. On a motion made by Board Member McLaughlin, Jr., and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss and vote on office space. The Director explained the costs of each location and the board discussed the possibility of moving out of City Hall. The board discussed the security of the office and the proposed budget. On a motion made by Board Member McLaughlin, Jr., and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss and vote on moving out of City Hall. On a motion made by Board Member Golden and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to not move out of City Hall. Board Member McLaughlin, Jr. agreed. Board Member Colborne was opposed.

8. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to discuss the meeting on health insurance information. Board Member Golden discussed the meeting she had with the retirement board and the human resources operations regarding the spreadsheet for health insurance information. The Board discussed using the HR spreadsheet for one quarter and review it again in September. On a motion made by Board Member Golden and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to use a modified spreadsheet from HR for a quarter of the year.

9. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to review the 2024 salary survey. The Director stated his assistant would like to add an additional day in the fall. The Board discussed new member orientation and counseling of the members and the inactive members of the system. The Director explained the costs in the draft budget regarding health insurance.

10. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to review the 2023 final budget versus the actual expenditures and the 2024 draft budget. The Director explained the actual costs associated with the 2023 budget and discussed the draft 2024 budget with the Board. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to **ENTER EXECUTIVE SESSION AT 10:00 AM.** On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to **END EXECUTIVE SESSION AT 10:12 AM** and go back into **OPEN SESSION.**

Michael Lyle ______ **Kerriann Golden** KG. **Ellen Donaghey** ______ **775**
Scott Colborne S.C **John McLaughlin, Jr.** ________

Chairman Lyle told the Director that the Board voted on giving his assistant an additional day of work at the current rate attached to goals and objectives, inactives in the membership, providing a monthly summary on operations, getting a 0% salary increase, and decreasing the opt out of health insurance stipend from $6,500 to $5,200 for July 1st.

11. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to review and approve the working from home policy.

12. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to review the letter to the Board from Attorney Sacco regarding rent, the treasurer's duties, and board expenses. The Board discussed the City Council asking someone from the Board to attend a meeting to explain the appropriation. The Board discussed the funding schedule and other communities being better funded. The Board also discussed the lease agreement between the City and Board.

Old and Other Business:

- Review the PRIT Statement for April.

The date of the June meeting will be Wednesday, June 26th at 9:00 AM.
The date of the July meeting will be Wednesday, July 31st at 9:00 AM.

On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** to adjourn the meeting at 10:36 AM.

Respectfully submitted,

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Executive Director

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Chairman Lyle

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Board Member Colborne

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Board Member Donaghey

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Board Member Golden

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Board Member McLaughlin, Jr.